

## **Complaint Procedure for Discrimination, Harassment and Bullying**

Everyone in the \_\_\_\_\_ School District has a right to feel respected and safe. Consequently, the \_\_\_\_\_ School District prohibits discrimination and harassment because of sex, race, color, national origin, disability, religion, or age. Bullying is also prohibited.

A harasser may be a student or an adult. Harassment may include, but not be limited to, the following when related to sex, race, color, national origin, disability, religion, or age:

- name calling
- pulling on clothing
- graffiti
- notes or cartoons
- unwelcome touching of a person or clothing
- offensive or graphic posters or book covers; or
- violent acts

Bullying is also a form of harassment and occurs when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping or pushing
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or girl
- Spreading rumors about someone
- Leaving someone out on purpose or trying to get other students not to play with someone

If any words or actions make you feel uncomfortable or fearful, you need to tell the school principal, the District Coordinator for Title VI, Title IX, and Section 504, or the District Superintendent.

You may also make a written report. It should be given to the school principal, the District Coordinator for Title VI, Title IX, and Section 504, or the District Superintendent.

Your right to privacy will be respected as much as possible.

We take seriously all reports of discrimination, harassment, and bullying and will take all appropriate action to investigate such claims, to eliminate such conduct, and to discipline any persons found to have engaged in such conduct.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

This is a summary of the School District's policy against discrimination, harassment, and bullying. A complete copy of the policy is available at the principal's office upon request.

The School District's Coordinator for Title VI, Title IX, and Section 504 is:

[Insert Name]

[Insert Address]

[Insert Phone Number]